ACCOUNTS PAYABLE LOST CHECK FORM

Date: ____________________________

Accounts Payable
Angell Building
166 Service Rd.
East Lansing, MI 48824

RE: MSU PO# ____________________________

RE: INVOICE# ____________________________

Our records show that on _________________________, Michigan State University issued check number
______________________ in the amount of $______________________, payable to
______________________________, and mailed it to you. This check has not yet cleared through our
bank.

Only if this check was (check one): 1. Never Received ☐  2. Lost ☐  3. Stolen ☐  4. Destroyed ☐, complete the
section below and return this notice to our office immediately. Upon receipt of the completed form, we will issue a
replacement check at such time as the bank provides all necessary information to the university.

“I authorize Michigan State University to stop payment on the above check and to issue a replacement check. I agree
that if the original is recovered it is to be returned promptly to your office. I agree that if both the original and
replacement checks are cashed under circumstances resulting in overpayment to myself, I will promptly reimburse
the university for the amount of overpayment or (if applicable) hereby authorize the university to deduct the amount
of such overpayment from my next purchase order payment.”

Supplier’s Authorized Signature

Date: ____________________________

PLEASE NOTE: Check will be mailed to the address
you indicate on this form.

Mailing Address: REQUIRED (Print Clearly)

**MSU AP Auditor’s Pre-Approval required before
replacement check can be issued.

All payment questions should be referred to Accounts
Payable at the phone number above.

Phone: ____________________________

For Accounting Office use only

1. Stop payment placed by: ____________________________ Date: ____________________________

2. Replacement authorized by: ____________________________ Date: ____________________________

3. Confirmation Attached: YES / NO

4. Check Reissued: ____________________________ Date: ____________________________

MSU is an Affirmative Action/Equal Opportunity Employer

Updated 10/15/14